

POLICY NUMBER: 507.0**POLICY TITLE:** Visitation**RESPONSIBLE AUTHORITY:** Detention Director**EFFECTIVE DATE:****ANNUAL REVIEW****DATE:****RELATED N.C. JAIL STANDARDS:** .0203**RELATED N.C. STATUTES:** G.S. §15A-501 and G.S. §153A-221

The Person County Detention Facility reserves the right to revise this policy at any time. Should the procedural requirements of this policy be modified, visitors, inmates, detainees and staff will be informed of these changes in a timely manner by the Detention Director.

POLICY STATEMENT: Recognizing that contact with friends, family members, legal representatives and others is conducive to maintaining order within the detention facility, Person County Detention Facility officials will afford inmates and detainees visitation opportunities at times designated by the Detention Director. With the exception of visits with legal representatives, visitation is a privilege and not a guaranteed legal right. Therefore, the Detention Director/designee has the authority to suspend or terminate a person's visitation privileges for unruly and/or disruptive behavior; for their failure to comply with the requirements of this policy; and/or, for behavior that jeopardizes the safety and security of the detention facility, staff and/or others. The Detention Director will ensure that all detention staff required to supervise the visitation process is familiar with the requirements of this policy.

(NOTE: The Person County Detention Facility reserves the right to revise this policy at any time. The Sheriff's Office may implement procedures that require all visitors to consent to have a NCIC background check completed. The Sheriff's Office may refuse visitation privileges for visitor's who do not meet the criteria established as a result of their NCIC check or who refuse to submit to a NCIC background check. Should these procedures be implemented, the policy requirements contained herein will be modified and visitors and inmate/detainees will be informed of these changes by the Sheriff or Detention Director.)

CROSS REFERENCED POLICIES AND PROCEDURES: Policy 100.0 - *Person County Detention Facility Policies and Procedures Manual*; Policy 102.0 - *Employee Training Standards*, and Policy 500.0 - *Inmate Handbook*.

DEFINITIONS AND ABBREVIATIONS:

1. **Contact Visitation** refers to any visit in which physical contact is allowed. Generally contact visits are limited to professional/legal visits only.

2. **ICE Detainee(s) or Detainee(s)** refers to an individual(s) who is being held in the Person County Detention Facility on behalf of U.S. Immigration and Customs Enforcement.
3. **Immediate Family Member** refers to an inmate/detainee's spouse, daughter or son, mother or father, grandmother or grandfather, brother or sister, stepdaughter or stepson, stepmother or stepfather, stepbrother or stepsister, or authorized legal guardian.
4. **NCIC Background Investigation** refers to a National Criminal Information Center report conducted by a law enforcement agency to search the criminal background of an individual. Such reports will list the criminal convictions and arrests of the individual and the disposition of the same. Criminal background checks will also include a check of the Sex Offender Registry.
5. **Non-Contact Visitation** refers to any visit in which no physical contact is allowed between the inmate/detainee and the visitor. All social visits at the Person County Detention Facility will be conducted via video visitation.
6. **Normal Working Hours** refers to Monday through Friday from 8:00 a.m. until 5:00 p.m. These are the times in which professional visitors are most likely to visit inmate/detainees.
7. **Professional/Legal Visit** refers to any visit between an inmate/detainee and his/her attorney, legal representative, paralegal, law enforcement or court official. Generally, these visits will be contact visits and will take place in the Attorney Visiting Rooms located within the detention center. Inmate/detainees housed in Administrative Separation Housing may, however, be physically restrained during a professional visit provided that the visitor consents to the same.
8. **Social Visit** refers to any visit to an inmate/detainee by a family member, friend, or other individual listed on the inmate/detainees visiting list.

SPECIFIC PROCEDURES:**1. Social Visitation Requirements:**

- A. The Detention Director will be responsible for developing a visitation schedule for inmates. Visitation schedules may be changed at the discretion of the Detention Director at any time. Visitation is scheduled through Jailatm.com. All visitors must register online with Jailatm.com before scheduling a visit. All inmates are allowed 1 free onsite visit per week. Off-site visits are not limited and are \$6.00 per visit.
- B. All social visits will be limited to 15 minutes in duration.
- C. All visits are subject to monitoring and can be stopped at any time for inappropriate behavior, and issues relating to jail security.
 1. **Visitor Dress Code:** All visitors must be appropriately dressed during video visitation. No nudity is allowed during onsite and offsite visitations. This will result in suspension of visitation privileges.

Special Visits: Must be approved by Jail Administrator, Lieutenant, Chief Deputy, or Sheriff.

2. **Professional Visitation Requirements:**

- A. Professional visitors will be allowed to visit inmate/detainees any day during the week during normal working hours *provided the visit does not jeopardize the security or normal operation of the detention facility*, e.g., the visitor arrives at a time when head count is being conducted; meals are being served, etc.
- B. All professional visits will be contact visits and will be private. Officers may remain within visual contact of the inmate/detainee and the professional visitor but may not, under any circumstances, listen to the conversation between these individuals.
- C. Inmate/detainees housed in administrative separation status within the detention center may be physically restrained using handcuffs and leg-irons when escorting them from their cells to a professional visit. Leg-irons and handcuffs may remain on the inmate/detainee during the visit, but must be removed if the professional visitor requests the same.
- D. Refer to Specific Procedure #3.B., below for additional information regarding professional visitor requirements

3. **Professional Visitors:**

1. Professional visitors must present a valid identification card, e.g., driver's license, and valid credentials identifying them as a professional visitor, e.g., American Bar Association Card, Law Enforcement Badge, etc. Any professional visitor unable to produce valid identification will not be authorized access into the detention center for visitation purposes.
2. Because professional visitors are allowed contact visitation with inmate/detainees, all professional visitors must consent to a visual search of their briefcase or handbag. Items deemed as contraband will be withheld from the visitor and returned to him/her after completion of his/her visit with the inmate/detainee. All retained items will be maintained in a secure area of the detention facility and will be tagged with the visitor's name.

A. **Other Visitors:**

1. **Media/Press:**
 - a. Members of the media (e.g., newspaper reporters, television reporters, etc.) may visit/speak with an inmate/detainee only if the following conditions have been met:
 - (1) A written request from the media representative to the Sheriff for the interview has been made and the Sheriff has approved the interview; and,
 - (2) The inmate/detainee has agreed to the interview;
 - b. Members of the media/press must possess a valid Press Identification Card in order to granted access to an inmate/detainee.
2. **Clergy Members:** At the request of an inmate/detainee or a clergy member, the Detention Director or his/her assigned designee may arrange for an inmate/detainee to visit with clergy. All arrangements for such visits will be made through the Detention Director/designee.

5. **Termination/Suspension of Visiting Privileges:**

- A. Officers may recommend termination of visitation privileges under any of the following circumstances:
 - 1. Falsification of identification by a visitor to obtain entry to the facility for visiting purposes;
 - 2. Unruly or disruptive behavior before or during a visit with an inmate/detainee;
 - 3. Failure to comply with dress code requirements;
 - 4. Any attempt, successful or otherwise, to bring contraband to an inmate/detainee;
 - 5. Any attempt to visit an inmate/detainee while appearing to be under the influence of drugs or alcohol;
 - 6. Any other type of behavior or incident that would threaten the security and order of the facility.
- B. Once an officer has made the decision to suspend or terminate a visit, the officer will contact their platoon supervisor to make a final decision on the matter. Should the platoon supervisor agree with the officer, the platoon supervisor will ask the visitor to immediately leave the detention facility.
- C. If the visitor becomes reluctant or unruly, the platoon supervisor may request the assistance of a deputy from the Person County Sheriff's Office to respond to the situation and escort or remove the visitor from the facility. The visitor will be advised that a recommendation will be made to the Detention Director to terminate their visiting privileges and that they are to contact the Detention Director for information concerning any decision made regarding this matter. *Under no circumstances will any officer attempt to remove a visitor from the confines of the facility. Officers are required to remain within the confines of the facility at all times. Only a Sheriff's Office Deputy can escort/remove a visitor from the facility.*
- D. Once the visitor has been removed from the facility; the officer and other officials involved will each complete an Incident Report describing the events that took place and the action taken.
- E. Copies of all Incident Reports will be forwarded to the Detention Director for review. The Detention Director will be responsible for making a final determination as to whether the visitor will be prohibited from visiting with an inmate/detainee at the facility.
- F. Should the Detention Director concur with the recommendation to terminate a visitors visiting privileges, the Detention Director will instruct officers to remove the visitors name from the inmate/detainee's visiting list and advise the inmate/detainee of the action and the reason(s) for the same.
- E. Reinstatement of an individual's visitation privileges will only be authorized with the expressed approval of the Detention Director. Any appeal made by an inmate/detainee or visitor to reinstate visitation privileges must be forwarded directly to the Detention Director.

6. **Staff Training Requirements:**

- A. The Detention Director will ensure that all detention officers responsible for supervising inmate/detainee visitation and/or responsible for implementing the procedures contained in this policy are thoroughly familiar with its requirements. Consistent with Policy 100.0 - *Person County Detention Facility Policies and Procedures Manual*, all employees of the facility will be required to sign an "Employee Statement of Understanding of the Person

County Detention Facility Policies and Procedures Manual," to indicate that they are familiar with the policies and procedures contained in the same.

B. In addition, the Detention Director will ensure that all new hires are made familiar with this policy and procedure by ensuring that information pertaining to inmate/detainee visitation is included in the orientation curriculum contained in the Probationary Detention Officer's Introductory Training & Evaluation Program Manual (see Policy 102.0 - *Employee Training Standards*, for information pertaining to new detention officer orientation training requirements.)

S/ _____
Sheriff, Person County

Date/ _____